



Office of the Mayor-President

Purchasing Division
City of Baton Rouge
Parish of East Baton Rouge
222 St. Louis St. 8th Floor Room 826
P.O.Box 1471
Baton Rouge, Louisiana 70821

Kris R. Goranson
Director of Purchasing

225/389-3259 FAX 225/389-4841 purchasinginfo@brgov.com

ADDENDUM NO. 1 **December 2, 2020**

Your reference is directed to: **File Number: 20-99079**

Solicitation Number: **A20-99079 Electrostatic Disinfectant Services**

which is scheduled to open at **December 18, 2020 at 11:00 A.M. CST.**

The following changes are to be made to the referenced solicitation:

- Mandatory pre-bid conference changed from December 9, 2020 at 9:00 a.m. to December 10, 2020 at 9:00 a.m.
- Replace "MANDATORY PRE-BID CONFERENCE & MANDATORY JOB SITE VISIT", Page 8, with revised "MANDATORY PRE-BID CONFERENCE & MANDATORY JOB SITE VISIT", Page 8, attached to this addendum
- Mandatory submission of Bidder's Organization page not required.
- Replace "BIDDER'S ORGANIZATION", Page 14, with revised "BIDDER'S ORGANIZATION", Page 14, attached to this addendum

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid File 20-99079
dsstewart@brla.gov
225-389-3259 x 323

Signature

Date

Company

MANDATORY PRE-BID CONFERENCE & MANDATORY JOB SITE VISIT

A MANDATORY PRE-BID CONFERENCE AND MANDATORY JOB SITE VISIT shall be held on December 10, 2020 at 9:00 a.m., at the Baton Rouge Metropolitan Airport, 9430 Jackie Cochran Drive, 1st Floor Conference Room, Baton Rouge, LA. Only vendors participating in the mandatory pre-bid conference and mandatory job site visit will be eligible for award.

The mandatory job site visit will begin immediately following the mandatory pre-bid conference.

Vendor sign-in forms must be signed before leaving the facility. It will be the responsibility of the bidder to ensure that a representative from their company signs the attendance sheets at the mandatory pre-bid conference and at the mandatory job site visit location. Failure to attend the mandatory pre-bid conference and mandatory job site visit will cause vendor's bid to be deemed non-responsive.

The contact person concerning the Pre-Bid Conference and Job Site Visit is Craig Alford, (225) 223-5979.

An inquiry period is hereby firmly set for all interested bidders to perform a detailed review of the bid documents and to submit any written questions relative thereto. Without exception, all questions must be in writing (even if an answer has already been given to an oral question during the mandatory pre-bid conference or mandatory job site visit) and received **by 5:00 p.m. C.S.T. on December 11, 2020**. Inquiries shall not be entertained thereafter. Inquiries are to be directed as follows:

Hand Delivered or by Courier

DeSean Bethley, Purchasing Analyst
City-Parish Purchasing Department
222 St. Louis Street, Room 826
Baton Rouge, LA 70802

Delivery by United States Postal Services

DeSean Bethley, Purchasing Analyst
City-Parish Purchasing Department
P. O. Box 1471
Baton Rouge, LA 70821

By email: dbethley@brla.gov

By fax: (225) 389-4841

The City-Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. The City-Parish reasonably expects and requires *responsible and interested* proposers to conduct their in-depth proposal review and submit inquiries in a timely manner.

An Addendum will be sent out no later than 3 days prior to the deadline for receiving quotes, for all questions submitted in writing by the close of the inquiry period, or for any issues requiring an Addendum be issued.

Bidders may enclose this signed statement page with their quote.

This signed statement certifies that the vendor named below has visited the job site and is familiar with all conditions surrounding fulfillment of the specifications for this project.

Vendor's Company Name

Vendor's Signature

Date: _____

BIDDER'S ORGANIZATION

BIDDER IS:

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

A CORPORATION

IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION SHOULD BE SUBMITTED WITH BID

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____

IF BID IS BY A JOINT VENTURE, ALL PARTIES TO THE BD SHOULD COMPLETE THIS FORM